

CIVIL E-FILING



A guide for External Users

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ENROLLMENT

Before you enroll in E-Filing you should check your browser requirements by clicking on Check your Browser Requirements in the menu on the left of the screen. There is no charge for enrollment.

1. In the address bar, type <http://www.jud.ct.gov>
2. Click on **E-Services** in the left menu
3. Click on **Enroll >** button; the E-Services Enrollment screen will appear

Note: All required data is indicated by red asterisks.

State of Connecticut
Judicial Branch

[Procedures and Technical Standards](#)
[Comments?](#)

E-Services Enrollment

Please [check your browser](#) and review our [Privacy Policy](#) before proceeding.

*** Required Data**

* Juris Number:

* E-Mail Address:

* Office Phone: 10 digits ex: 8605551234
Extension: up to 5 digits ex: 12345
Fax Number: 10 digits ex: 8605551234

* Date of Birth: (M/D/YY) **** (except for firms)**

If you forget your password, we'll verify your identity by asking you this **question**:

* Secret Question:

* Answer: up to 15 letters

Attorneys: Please note that your password will be mailed to you at your last registered address. If your address has changed since your last attorney registration, you must notify the Statewide Grievance Committee of your new address, by non-electronic means, before you can enroll.

4. Click in each field and fill in the necessary information
5. Be sure to **Print** the E-Services Enrollment screen for your records
6. Click on the **ENROLL** button at the bottom of the page

Note: Your password will be mailed to you by U.S. Mail within seven days at the address that you have on file with the Statewide Grievance Committee.

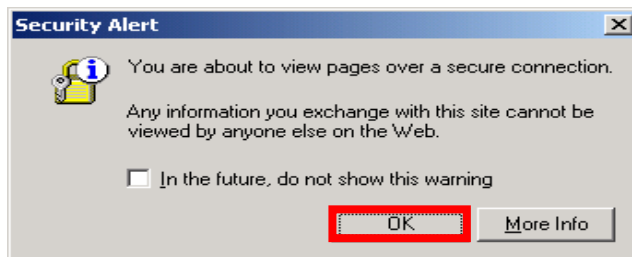
E-FILING A NEW CASE

Civil E-Filing has been developed to allow electronic filing of documents with the state courts. As of July 1, 2004, five case types (T02, T03, T11, T12, and V05) were e-filable. As of 9/1/05, all tort cases initiated on or after 9/1/05 became e-filable. Contract cases (except those seeking a PJR) and property cases (except Drug Asset Forfeiture cases and case initiations in Applications to Discharge a Mechanics Lien and Petitions for Discharge of Mortgage or Lis Pendens) became e-filable as of February 27, 2006. The filing of documents is permitted **ONLY** in cases that have a docket number beginning with a 5 or a 6 (i.e., FBT CV 06 5000027 or HHD CV 06 6000027).

Initiate a New Case

Before you begin electronic filing, you should prepare the Summons and Complaint and have it served on the appropriate party.

1. Go to <http://www.jud.ct.gov>
2. Click on **E-Services** in the menu on the left of the screen
3. Click on **Log-in** at the bottom of the gray menu; a **Security Alert** will appear



4. Click **OK**
5. Enter the **juris number** and **password**

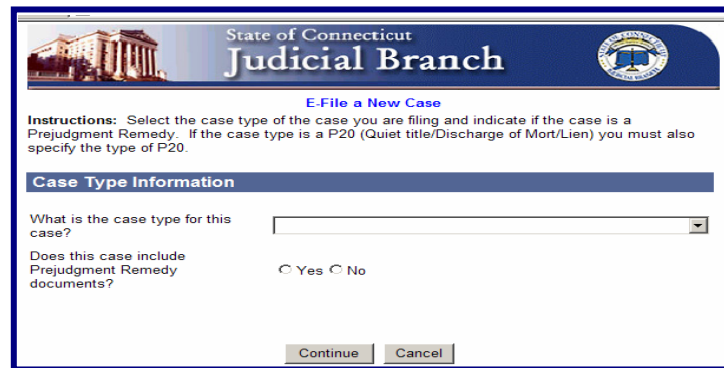
Note: The juris number that you log in with determines the cases that you can access from for e-filing or document viewing. Log in with a firm juris number and password to access the site. You must use your individual juris number to sign documents, however. If you forget the password, click on **Problems?** for help.

The login screen for E-Filing. It is divided into two sections by a vertical line. The left section is titled "New to E-Services?" and contains the text "In order to log in, you'll need to be enrolled." and "Enrollment is free." with an "Enroll >" button. The right section is titled "Already Enrolled? Log in:" and contains fields for "Juris Number:" and "Password:", a "Login!" button, and a "Problems?" link. To the right of the login fields is a VeriSign logo and the text "SECURE SITE OF CONNECTICUT".

6. Click the **Login!** Button
7. Click on **Civil EFiling** in the blue menu bar in the left of the screen

E-FILING A NEW CASE (CONTINUED)

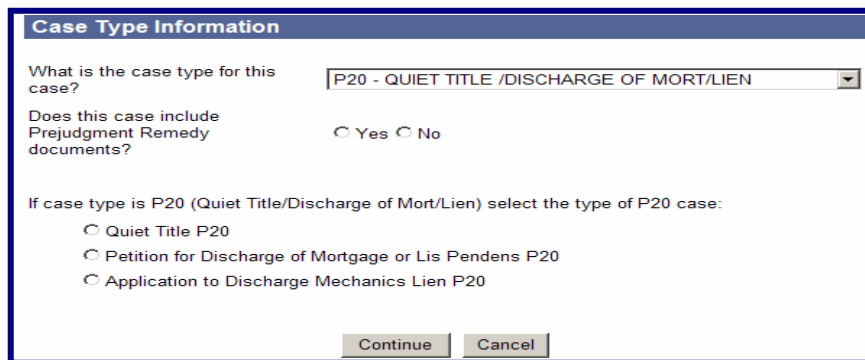
8. Click on **E-file A New Case** from the menu on the left and the following screen will appear:



9. Click on the drop down arrow to select the case type you wish to file; indicate whether the case includes Prejudgment Remedy documents

Note: If you select “Yes,” you will be directed to file your action at the Clerks’ Office since case initiation in these cases is not yet available electronically.

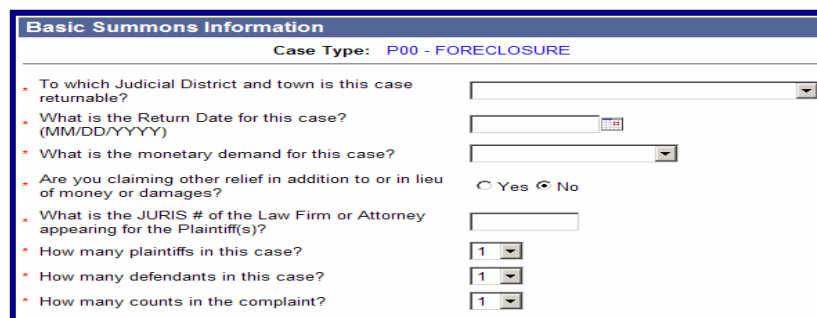
10. If the case type selected is a P20 case type, the following screen will appear:



11. Click to select the specific P20 case type;

Note: If you select Petition for Discharge or Application to Discharge, you will be directed to file your action at the Clerks’ Office; case initiation in these cases is not yet available electronically.

12. Click on the **Continue** button; the following form will appear



Enter Basic Summons Information

1. Under Basic Summons Information, click the drop-down arrow to select the **Judicial District** and **Town**

Note: You may use the **Tab** button on your keyboard to move from one field to the next one.

2. Click on the **Calendar** icon to the right of the field to select the return date

Note: Click on the *month* in the upper-right corner of the calendar to view succeeding months

Select Case Return Date

<div> <div>Mar</div> <div>April 2006</div> <div>May</div> </div>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3. Click on the **Date** desired
4. Click the drop-down arrow to select the **monetary demand**
5. Click in the appropriate circle to respond to the query regarding other relief sought
6. Enter the appropriate **JURIS #** in the field

Note: This JURIS # must be the same as the login JURIS # in order to successfully complete the filing process.

7. Enter the **telephone number** in the field as numbers separated by dashes ONLY
8. Click the drop-down arrow to select the **number of plaintiffs**
9. Click the drop-down arrow to select the **number of defendants**
- Note:** You may file a case on behalf of up to 48 plaintiffs and/or against 48 defendants.
10. Click the drop-down arrow to select the **number of counts in the complaint**

Note: You may file a complaint containing up to 99 counts.

Enter First Named Plaintiff and First Named Defendant

1. Click the drop-down arrow to identify the **status of the First Named Plaintiff** (i.e., Person, Corporation, Government Agency or Entity)

Note: Make certain that the correct option has been chosen and the information has been entered in the correct space. The system will not correct any mistakes made by human error (e.g., an individual's name in the corporation/organization field).

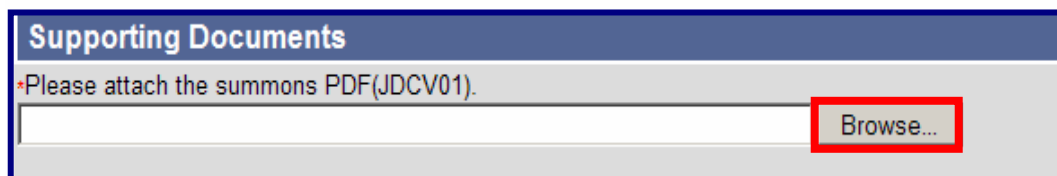
2. If the First Named Plaintiff is a *person*, enter the **Last Name** in the Last Name field
3. Enter the **First Name** in the First Name field
4. Enter the **Middle Initial** (if any) in the Middle Initial field (MI)
5. If the First Named Plaintiff is a *Corporation* or *Government Agency* or *Entity*, enter the name of the **corporation, government agency** or **entity**

Note: When entering the name of a corporation, you may not enter the name beginning with a numeric character. Enter "Twenty-five Spring Street Co." not "25 Spring Street Co." If you do enter numbers, the system will indicate that **INVALID DATA** has been entered. For a city or town, enter "Hartford, City of" not "City of Hartford."

6. Click the drop-down arrow to identify the **status of the First Named Defendant**
7. If the First Named Defendant is a *person*, enter the **Last Name** in the Last Name field
8. Enter the **First Name** in the First Name field
9. Enter the **Middle Initial** (if any) in the Middle Initial field (MI)
10. If the First Named Defendant is a *Corporation* or *Government Agency* or *Entity*, enter the name of the **corporation, government agency** or **entity**

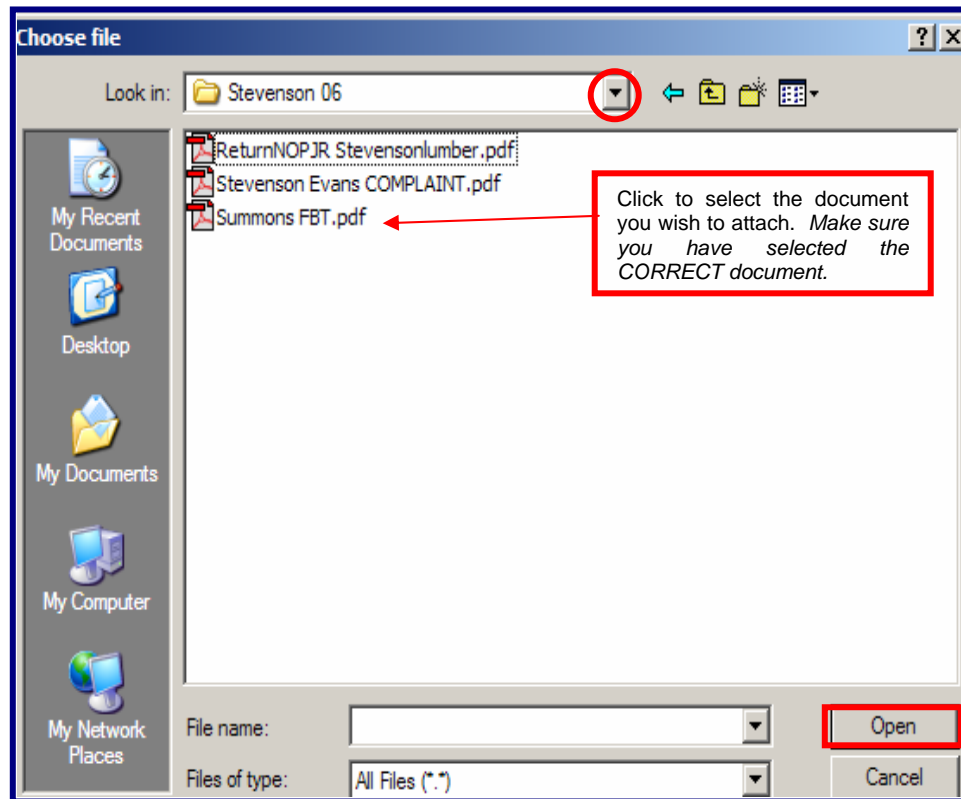
The system now requires you to attach the Summons and Complaint to the filing that you are creating. These documents must be in PDF format, a file format that retains the way a document appears regardless of the software that was used to create the file. For some information on PDF creation, visit the Judicial Branch website. Click on **E-Services**; then on **e-filing Information**. Then choose **How to e-file From Your Office**.

11. Click on the **Browse** button to the right of the field to locate the **Summons** (JDCV01) file

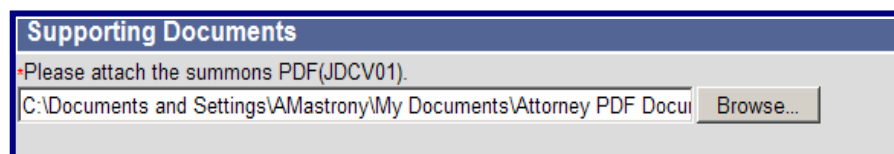


The screenshot shows a web interface titled "Supporting Documents". Below the title is a message: "*Please attach the summons PDF(JDCV01)." There is a text input field below the message. To the right of the input field is a button labeled "Browse...". The button is highlighted with a red rectangle.

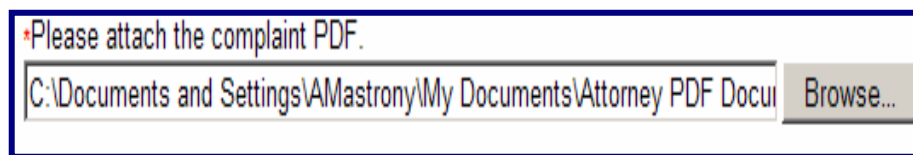
12. Click the down-arrow to choose the location in which the Summons file is stored



13. Click once to select the file and click the **Open** button; the file will appear in the box under Summons for this case (shown below)

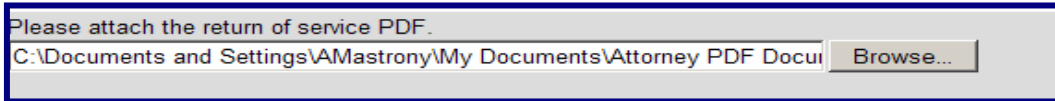


14. Click on the **Browse** button to the right of the field to locate the **Complaint** file
15. Click the down-arrow to choose the location in which the Complaint file is stored
16. Click once to select the file and click the **Open** button; the file will appear in the box under Complaint for this case (shown below)



E-FILING A NEW CASE (CONTINUED)

17. Click on the **Browse** button to the right of the field to locate the **Return of Service** file
18. Click the down-arrow to choose the location in which the Return of Service file is stored
19. Click once to select the file and click the **Open** button; the file will appear in the box under Return of Service for this case (shown below)

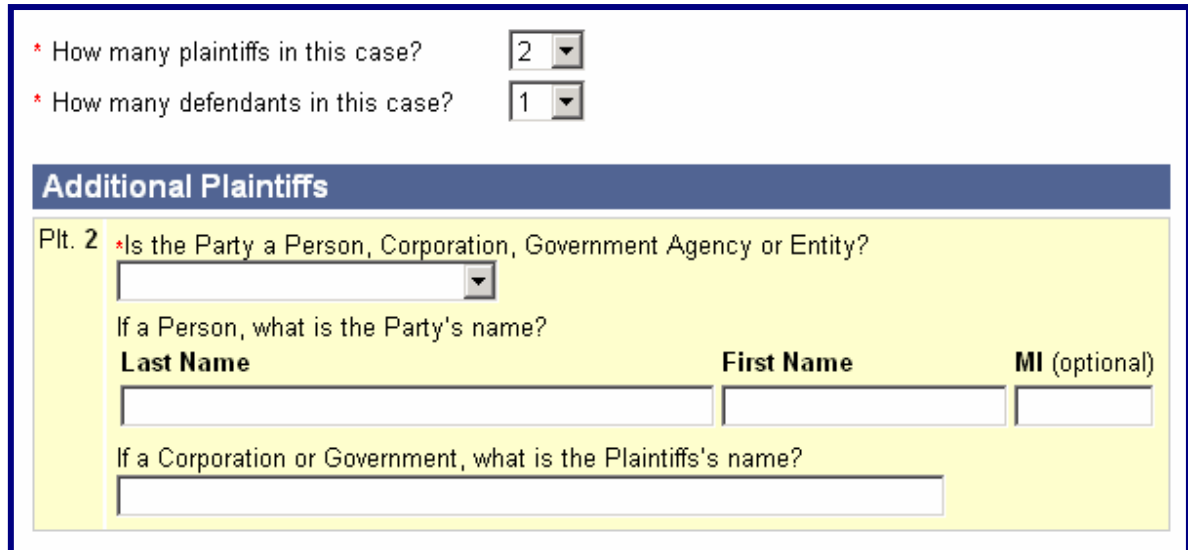


Note: The system allows you to initiate a case without attaching a Return of Service. A Return may be e-filed via scanning, filed by U.S. Mail, or hand-delivered. If you e-file the Return, you must keep the original during the pendency of the action and any appeal period. If filing by other means, include on the Return of Service the docket number, including the three-letter location code, which you will receive upon successful completion of E-Filing the case.

20. Click the **Continue** button at the bottom of the page; allow the system time to upload your documents

Note: The **Problems/Questions?** button will take you to a site that provides some technical information in the event that you are experiencing any problems.

21. If you listed more than one plaintiff or defendant, you will see a screen that asks you to fill in fields with additional information about these parties



22. Click the drop-down arrow to identify the status of the additional parties
23. Click in each field and fill in the requested information
24. Click **Continue** at the bottom of the page to go to the verify data and documents page
25. Verify that you have selected the correct documents by scrolling in each window

Note: There is a toolbar at the top of each window as well as the scroll bar on each window.

E-FILEING A NEW CASE (CONTINUED)

26. Review the summary information as well as the documents that you have attached

Summary Data	
Case Caption:	Stevenson Lumber Com v. Evans, Marshall
Return Date:	APR-04-2006
Appearing Juris # & Name:	T12348 - MILLER AND O'CONNER LLP
Case Type:	C40 - COLLECTIONS
Monetary Demand:	Greater than \$14,999
# of Plaintiffs:	1
# of Defendants:	1
# of Counts:	3

Note: Each document that you are filing appears in a separate window. Be sure to review all information for accuracy here. To view the entire document, click on **View All Pages** at the top of each window.

SUMMONS

View All Pages

SUMMONS - CIVIL
(Except Family Actions)
JD-CV-1 Rev. 1-2000
C.G.S. § 51-346, 51-347, 51-349, 51-350, 52-45a,
52-48, 52-256, P.S. Sec 5-1 thru 5-21, 5-1

INSTRUCTIONS

1. Type or print legibly, sign original summons and confirm all copies of the summons.
2. Prepare or photocopy confirmed summons for each defendant.
3. Attach the original summons to the original complaint, and attach a copy of the summons to each copy of the complaint. Also, if there are more than 2 plaintiffs or 4 defendants prepare form JD-CV-2 and attach it to the original and all copies of the complaint.
4. After service has been made by a proper officer, the original papers and officer's return with the clerk of court.
5. The party responsible to pay costs must appear personally before the authority taking the recognizance.
6. Do not use this form for actions in which an attachment, garnishment or sequestration is being sought. See Practice Book Section 6-1 for other exceptions.

TO: Any proper officer, BY AUTHORITY OF THE STATE OF CONNECTICUT, you are hereby commanded to make due and legal service of this Summons and attached Complaint.

JUDICIAL DISTRICT: ☒ Housatonic ☐ G.A. NO. ☐ AT (Use if such work is reasonable) (C.G.S. § 51-346, 51-349)

ADDRESS OF COURT CLERK, WHERE WRIT AND OTHER PAPERS SHALL BE FILED (No., street, town and zip code) (C.G.S. § 51-304, § 51-305)
1061 Main St., Bridgeport, CT 06604

RETURN DATE (No., day, y):
(Must be a Tuesday) 4/4/06

CASE TYPE (see JD-CV-10)
Major C Minor 40

TELEPHONE NO. (with area code)
203-579-6527

* Note: Only the first page of Document is shown here. To view all pages select the link above.

COMPLAINT

View All Pages

RETURN DATE: APRIL 4, 2006

STEVENSON LUMBER COMPANY, INC.

V.

MARSHALL EVANS

SUPERIOR COURT

J. D. FAIRFIELD

AT BRIDGEPORT

MARCH 1, 2006

COMPLAINT

FIRST COUNT

Click the down-arrow to move through the document.

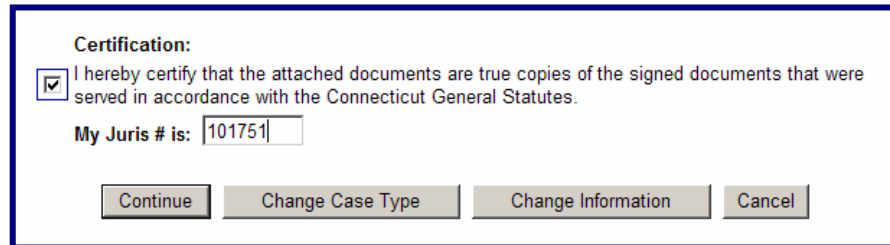
27. Click **Change Information** or **Change Case Type** at the bottom of the screen if you wish to make any changes

Continue	Change Case Type	Change Information	Cancel
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E-FILING A NEW CASE (CONTINUED)

Note: DO NOT click the *Back* button on your browser or the *Cancel* button to return to the previous page. Clicking either button will clear the data that you have created. Use **ONLY** the **Change Information** button if you must return to the prior screen to change a document.

28. If all information is correct, click in the box under **Certification**



Certification:

☒ I hereby certify that the attached documents are true copies of the signed documents that were served in accordance with the Connecticut General Statutes.

My Juris # is:

29. Enter your **individual** juris number in the field provided

Note: The juris number cannot be a firm number. It must be an **individual** juris number to comply with P.B. Sec. 4-2 and 4-4 which govern signatures on documents.

30. Click the **Continue** button to move to the payment screen

Process a Payment

1. Click in the box beneath **Process Payment?** on the left of the screen

Documents Summary	Fee Amount	Process Payment?
Stevenson Lumber Com v. Evans, Marshall		
Summons	\$225.00	<input checked="" type="checkbox"/>
Filing Fee Owed: \$225.00		
		Total Amount: \$225.00
<input type="button" value="Proceed to Payment"/> <input type="button" value="Return To E-Filing Menu"/>		

Note: This feature allows you to process payment only on those items you intend to submit at this time. If you wish to file additional items, you may click on the **Return To E-Filing Menu**. Your case will remain in your shopping cart so that you can process payment on all files at the same time. If you try to log out before paying for the items in **My Shopping Cart**, a warning will appear. ***If you do not process payment before 4:00 AM or before you log out, those files will be purged.***

2. Click in the **Proceed to Payment** box at the bottom of the screen
3. Fill in the required fields for the **credit card type, number, and expiration date**

Note: The Judicial Branch does not capture your credit card number in its database. Therefore, each time you file a complaint or a pleading that requires payment, you will have to enter this information.

Please select payment method:

Please be advised your filing is not processed until payment is made.

<input checked="" type="radio"/> Master Card <input type="radio"/> VISA	Account Number: <input type="text" value="5555555555554444"/> Expiration Date: <input type="text" value="05/06"/> (MM/YY) Total Fee Amount: \$225.00
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E-FILING A NEW CASE (CONTINUED)

4. Fill in the address information under *Please enter Credit Card billing Address*

Please enter Credit Card billing address.

Street Address	<input type="text" value="225 Spring Street"/>	Click on the button below to submit your court filing(s) and charge your account.
Zip	<input type="text" value="06109"/>	

[Refund Policy](#)

[My Shopping Cart](#) [Return To E-Filing Menu without processing this payment](#)

5. Click on the **Process Payment** button; a confirmation screen will appear

Note: The confirmation screen will contain the number for this transaction as well as a summary of information about this case, including the docket number. You must print this screen or save it electronically for your records. *THIS WILL BE YOUR ONLY OPPORTUNITY TO PRINT THIS INFORMATION.* If you do not print or save it at this point, you will not have the opportunity to do so at any other time. The payment confirmation number will appear in the display of **My E-Filed Items** for five days after the filing of the documents.

<input type="button" value="Print"/>	<input type="button" value="Back to E-Filing Menu"/>	<input type="button" value="Logout"/>
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Confirmation of E-Filing

If you have questions regarding this payment, please contact our Help Desk at 860-282-6555, or email eservices@jud.state.ct.us.

Payment Services
by VeriSign

VeriSign has routed, processed, and secured your payment information. [More information about VeriSign](#)

Master Card Transaction Total: \$225.00

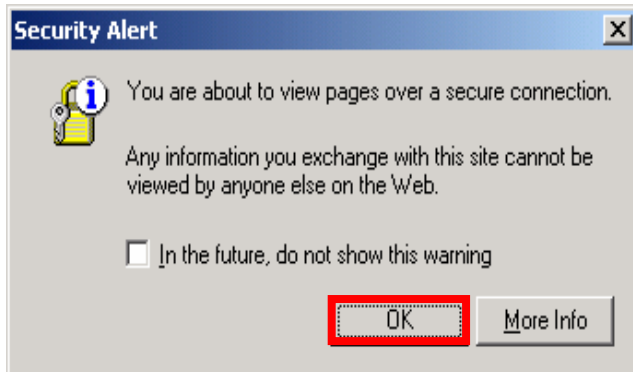
Document Summary

Confirmation Number:	V63N0B23C466
Docket Number:	FBT-CV-06-6000006-S
Case Name:	Stevenson Lumber Com v. Evans, Marshall
Type of Transaction:	E-File New Case
Fee Amount:	\$225.00
Date Filed:	MAR-9-2006
Filed By:	T12348 MILLER AND O'CONNER LLP
Documents Filed:	Summons Complaint Return of Service
Date and Time of Transaction:	MAR-9-2006 03:01:08 PM

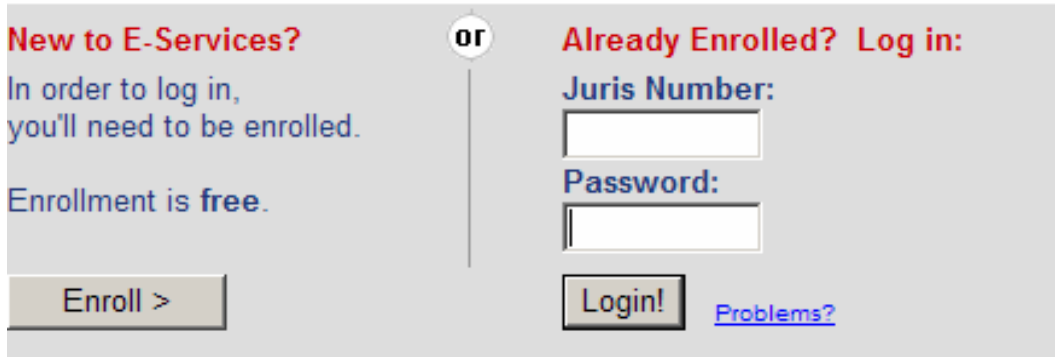
6. Click on the **Back to E-Filing Menu** button to begin another filing

E-File an Appearance

1. Go to <http://www.jud.ct.gov>
2. Click on **E-Services** in the menu on the left of the screen
3. Select **Log-in** in the blue menu that appears; a **Security Alert** will appear



4. Click **OK**
5. Enter the **juris number** and **password**

A screenshot of the E-Services login page. It is divided into two sections by a vertical line. The left section is titled 'New to E-Services?' and contains the text 'In order to log in, you'll need to be enrolled.' and 'Enrollment is free.' with an 'Enroll >' button. The right section is titled 'Already Enrolled? Log in:' and contains fields for 'Juris Number:' and 'Password:', a 'Login!' button, and a 'Problems?' link. A small circle with the word 'or' is positioned between the two sections.

Note: The Juris number that you enter will determine the cases that you can access from your location for e-filing or for document searches. You may use a firm juris number and password to look at files or access the site, but you must use your individual Juris number to sign documents in order to comply with the P.B. Sec. 4-4. If you forget the password, click on **Problems?** for help.

6. Under E-File A Motion/Document, click on **Party Search**

Note: If you know the docket number of your case including the location code, you may use the **Select Case** option.

E-FILING AN APPEARANCE (CONTINUED)

7. Type the **Party Name** in the Party Name box
8. **Note:** The name of either the Plaintiff or the Defendant or the first three letters of either name will be enough to generate an alphabetical list of cases. You may also filter and sort the cases by choosing a location, a case category, or an order for the display of the cases.

The screenshot shows the 'Civil E-Filing' header with a 'Disclaimer' link. Below it is the title 'PARTY NAME SEARCH FOR CIVIL & FAMILY CASES'. The search form includes a 'Party Name (Last, First):' text box with a link to the 'Attorney Help Manual'. There are dropdown menus for 'Location' (set to 'All'), 'Case Category' (set to 'All'), and 'Sort Order' (set to 'Name'). A 'Max. Records' dropdown is set to '250'. At the bottom are 'Search' and 'Clear' buttons.

9. Click on the **Docket Number** of the case that you wish to select

The screenshot shows the 'State of Connecticut Judicial Branch' header. Below the navigation links, it says 'Party Name search results as of 3/15/2006'. A table displays search results with columns: Party Name, Case Name, Docket No., Court Location, Pty No., Pltff/Def, and Pro Se. The first result is for 'STEVENS LUMBER COMPANY INC.' with case name 'STEVENS LUMBER COM V. EVANS MARSHALL'. The docket number 'CV-06-6000004-S' is circled in red. The court location is 'Bridgeport', the party number is '01', and the pro se status is 'P'.

Party Name	Case Name	Docket No.	Court Location	Pty No.	Pltff/Def	Pro Se
STEVENS LUMBER COMPANY INC.	STEVENS LUMBER COM V. EVANS MARSHALL	CV-06-6000004-S	Bridgeport	01	P	

10. Choose **E-File an Appearance** from the drop-down arrow to get to the appearance screen
11. Click **GO**

Note: Until you have filed an appearance, **E-file an Appearance** will be the only option that is available to you in this drop-down box. A message will appear on the screen below stating that the logged in juris number has not filed an appearance in the file.

The screenshot shows a message: 'The logged in Juris Number is not appearing on this case. Only entry of an Appearance is allowed.' Below this is a 'Select Desired Case Activity:' dropdown menu with 'E-File An Appearance' selected, and a 'GO' button. The user is logged in as 'Juris ID# T12350' and the data was updated on '3/7/2005'. There is a 'View Document List...' button. A table displays case details: Plaintiff Name (STEVENS LUMBER COM), Defendant Name (EVANS, MARSHALL), Docket Number (FBT-CV-06-6000004-S), Court Location (Bridgeport), File Date (Mar 13 2006), Return Date (Apr 04 2006), Last Action Date (Mar 13 2006), ADR Status (Not Applicable), and Case Type (CONTRACTS - COLLECTIONS).

The logged in Juris Number is not appearing on this case
Only entry of an Appearance is allowed.

Select Desired Case Activity: E-File An Appearance GO

Logged In: Juris ID# T12350 Data Updated as of: 3/7/2005

View Document List...

Plaintiff Name	v.	Defendant Name
STEVENS LUMBER COM	v.	EVANS, MARSHALL

Docket Number: FBT-CV-06-6000004-S	Court Location: Bridgeport
File Date: Mar 13 2006	Return Date: Apr 04 2006
* Last Action Date: Mar 13 2006	ADR Status: Not Applicable
Case Type: CONTRACTS - COLLECTIONS	

E-FILE AN APPEARANCE (CONTINUED)

12. Click in the box next to the name of the specific party for whom you are appearing or select **All Plaintiffs** or **Defendants**

Note: If you are e-filing an appearance for multiple parties but are not representing all parties, you must click in the box next to each name.

Check the box next to the name of the party or parties for whom your appearance is being entered. Or select all plaintiffs or defendants.

☐ Select All Plaintiffs ☐ Select All Defendants

Plaintiff Parties:	Appearance Status:
<input type="checkbox"/> 01 STEVENSON LUMBER COMPANY, INC.	Attorney

Defendant Parties:	Appearance Status:
<input type="checkbox"/> 50 MARSHALL EVANS	Non Appearance

☐ Is this an in lieu of appearance of attorney or firm or pro se party already on file?
☐ Is this an appearance in addition to an appearance already on file?

Please provide the following information for the **contact person** for this file. The court may use this information when attempting to contact the parties in this case.

Telephone: Fax:
(xxx-xxx-xxxx) (xxx-xxx-xxxx)
**Required*

E-Mail Address:

Confirm your individual JURIS # here:

13. Click in the **Telephone Number** field and type the correct phone number

14. Confirm your **individual JURIS #** which is your electronic signature on this appearance.

15. Click the **Continue** button to go to the display of appearance form screen

Note: You may also click on the **Select a Different Case** or the **Cancel** button

16. After you have reviewed the fillable form for accuracy, you may use the **Print** button in the document window to print out a copy to send to opposing counsel or to retain for your file.

Note: You did not create this document because it is a system-populated form; therefore, you will need to print or save a copy for your own records.

Please verify the Appearance document below before filing:

The screenshot shows a PDF viewer interface. The toolbar at the top contains buttons for 'Save a Copy', 'Print' (highlighted with a red box), 'Select Text', and other navigation tools. The document content is titled 'APPEARANCE' and includes a 'NOTICE TO PRO SE PARTIES' section. The text states: 'A pro se party is a person who represents himself or herself. It is your responsibility to inform the Clerk's Office if you have a change of address.' The document is from the 'STATE OF CONNECTICUT SUPERIOR COURT' and includes the website 'www.jud.state.ct.us'.

E-FILING AN APPEARANCE (CONTINUED)

17. Click the **E-File this Appearance** button to move to the Confirmation screen

The screenshot shows the 'State of Connecticut Judicial Branch' e-filing confirmation screen. At the top, there is a header with the state seal and the text 'State of Connecticut Judicial Branch'. Below the header, a message states 'You have successfully e-filed!'. A block of instructions follows, advising the user to print the confirmation and then either return to the e-filing menu or log out. Three buttons are provided: 'Print', 'Back to E-Filing Menu', and 'Logout'. The main section, titled 'Confirmation of E-Filing', contains the following details: Docket Number (FBT-CV-06-6000004-S), Case Name (STEVENSON LUMBER COM v. EVANS, MARSHALL), Type of Transaction (Appearance), Date Filed (Mar 13 2006), and Appearance by (T12350 MELNICK, COOPER & MCDUGALL). Below this is a table for 'Appearance for this Party(ies)' with one entry for Party # 50, MARSHALL EVANS. At the bottom, it shows 'Document Filed: JD-CL-12 Appearance' and 'Date and Time of Transaction: Mar 13 2006 12:32:20 PM'.

State of Connecticut Judicial Branch

You have successfully e-filed!

Instructions: Additional information about this transaction is provided below. Please select the "Print" button to print a copy of this Confirmation. Then, select the "Back to E-Filing Menu" button if you wish to do additional e-filing or "Logout" if you are done e-filing.

[Print](#) [Back to E-Filing Menu](#) [Logout](#)

Confirmation of E-Filing

Docket Number: [FBT-CV-06-6000004-S](#)
Case Name: STEVENSON LUMBER COM v. EVANS, MARSHALL
Type of Transaction: Appearance
Date Filed: Mar 13 2006
Appearance by: T12350 MELNICK, COOPER & MCDUGALL

Appearance for this Party(ies)

Party #	Party Name
50	MARSHALL EVANS

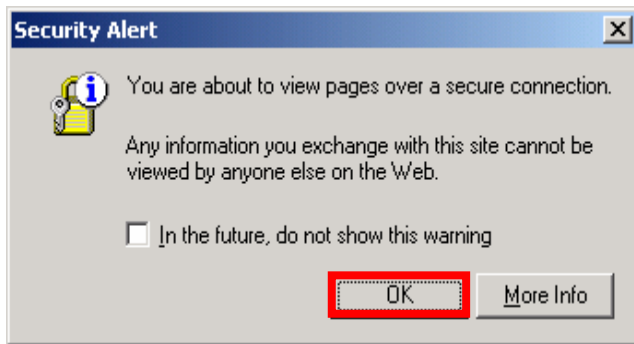
Document Filed: JD-CL-12 Appearance
Date and Time of Transaction: Mar 13 2006 12:32:20 PM

Note: This is the ONLY opportunity you have to get a copy of the confirmation screen. You must print this screen or save it electronically for your file.

18. Click on the Docket Number in order to view the document that you have just filed as well as all other electronically filed documents in this file.

E-FILE A PLEADING/MOTION WITH A PREPARED PDF DOCUMENT

1. Go to <http://www.iud.ct.gov>
2. Click on **E-Services** in the menu on the left of the screen
3. Select **Log-in** in the blue menu that appears; a **Security Alert** will appear



4. Click the **OK** button
5. Enter the **juris number** and **password**

A screenshot of the E-Services login page. It has two main sections separated by a vertical line. The left section is titled 'New to E-Services?' and says 'In order to log in, you'll need to be enrolled. Enrollment is free.' with an 'Enroll >' button. The right section is titled 'Already Enrolled? Log in:' and has fields for 'Juris Number:' and 'Password:', a 'Login!' button, and a 'Problems?' link. On the far right is a VeriSign logo and the text 'SECURE SITE OF CONNECTICUT'.

Note: The system will bring up cases attached to the juris number that you enter here. If the case has been filed under the law firm's juris number, be sure you have logged in under that number.

6. Click the **Login!** button
7. Under E-File A Motion/Document, click on **List My Cases**

Note: You may also locate a case by choosing **Select Case** and filling in the requested fields with the location, category, year, and docket number or by means of a **Party Search** by filling in the name of either the plaintiff or defendant. The name of either the Plaintiff or the Defendant or the first three letters of either name will be enough to generate a list of cases.

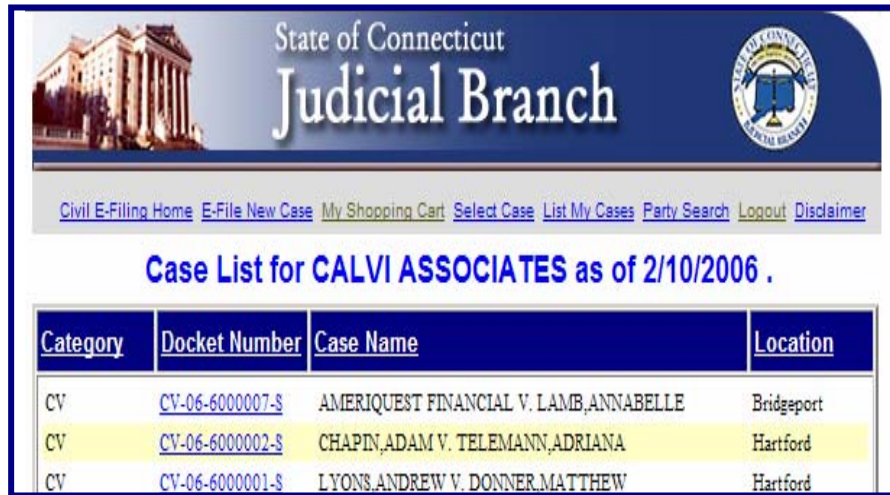
8. The system will automatically populate the Juris Number field with the logged in juris number; you cannot change this number

Note: If you would like to narrow your search further, you may also fill in the **Category**, **Location**, and **Order By** fields.

9. Click the **Search** button

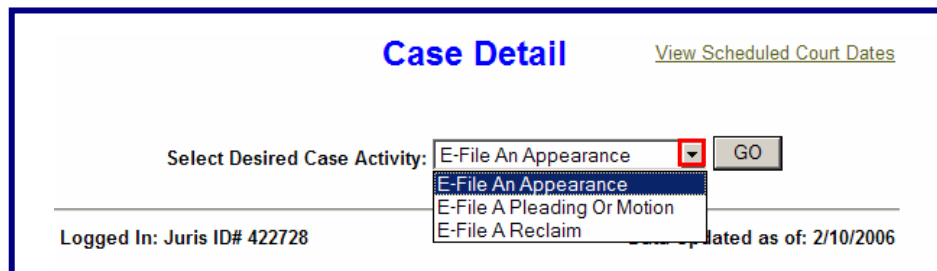
Note: If you would like to clear your search, you may click on the **Clear** button.

10. Click on the **Docket Number** of the case that you wish to select



Category	Docket Number	Case Name	Location
CV	CV-06-6000007-S	AMERIQUEST FINANCIAL V. LAMB, ANNABELLE	Bridgeport
CV	CV-06-6000002-S	CHAPIN, ADAM V. TELEMANN, ADRIANA	Hartford
CV	CV-06-6000001-S	LYONS, ANDREW V. DONNER, MATTHEW	Hartford

11. The **Case Detail** screen will appear. To view the document list, judicial notices, or the complete appearances for your file, click on the gray **View the Document List** button or the **View the Appearances** button that appears on the left of your screen above each of the areas
12. Click the drop-down arrow to the right of the **Select Desired Case Activity** at the top of the screen



Case Detail [View Scheduled Court Dates](#)

Select Desired Case Activity:

Logged In: Juris ID# 422728 Updated as of: 2/10/2006

Note: If you have not yet filed an appearance in a case, the system will only offer you the option of filing an appearance when you click the drop-down arrow. Once you have filed your appearance it will show several options.

13. Click on **E-File A Pleading Or Motion**
14. Click the **GO** button or press the **Enter** key on your keyboard to get to the Select Pleading/Motion/Other screen

E-FILING A PLEADING/MOTION WITH A PREPARED PDF DOCUMENT (*CONTINUED*)

15. Click on a **gray button** from the bar on the left to view the pleadings/motions in that category



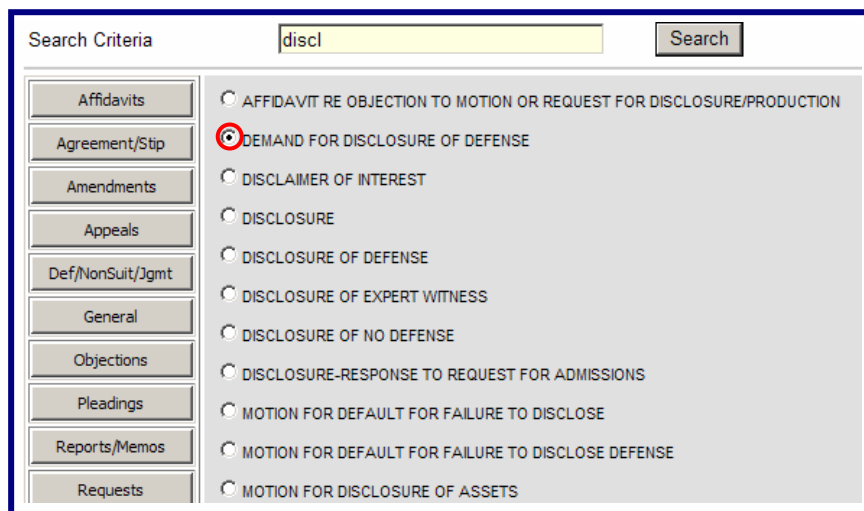
The screenshot shows a web interface for e-filing. On the left is a vertical sidebar with buttons for different document categories: Amendments, Appeals, Def/NonSuit/Jgmt, **General** (highlighted with a red border), Objections, Pleadings, Reports/Memos, Requests, Service/Notice, and Withdrawals. The main area on the right lists various legal motions, each preceded by a radio button. The list includes: ADDITUR, APPLICATION FOR CAPIAS, APPLICATION FOR DISCHARGE OF LIS PENDENS, APPLICATION FOR PROTECTION FROM FORECLOSURE - CGS SECS 49-31D ET SEQ, APPRAISAL, ASSIGNMENT OF CIVIL JUDGMENT, ASSIGNMENT OF MORTGAGE, BILL OF COSTS, BRIEF, CLAIM FOR HEARING TO CONTEST PJR APPL OR FOR EXEMPTION FROM PREJUDGMENT REMEDY, CLAIM FOR HEARING TO DISSOLVE/MODIFY EXPARTE PREJUDGMENT REMEDY, COMMITTEE DEED, COMPLIANCE, and DEMAND FOR DISCLOSURE OF DEFENSE.

Note: For a more detailed listing of the pleadings/motions contained in each category or an alternate method for locating a pleading/motion please see the **e-filing Tips** section at the back of this manual.

16. Enter a word or several letters of a word in the search criteria field to generate a list of pleadings that match the criteria

Note: For more information on the search mechanism, please see the **e-filing Tips** section at the back of this manual.

17. Click in the circle to the left of the appropriate pleading/motion from the list that is displayed by either method



The screenshot shows the same e-filing interface as before, but with a search performed. At the top, there is a 'Search Criteria' field containing the text 'discl' and a 'Search' button. The sidebar on the left remains the same, with 'General' selected. The main area displays a filtered list of legal motions related to disclosure. The list includes: AFFIDAVIT RE OBJECTION TO MOTION OR REQUEST FOR DISCLOSURE/PRODUCTION, **DEMAND FOR DISCLOSURE OF DEFENSE** (selected with a radio button), DISCLAIMER OF INTEREST, DISCLOSURE, DISCLOSURE OF DEFENSE, DISCLOSURE OF EXPERT WITNESS, DISCLOSURE OF NO DEFENSE, DISCLOSURE-RESPONSE TO REQUEST FOR ADMISSIONS, MOTION FOR DEFAULT FOR FAILURE TO DISCLOSE, MOTION FOR DEFAULT FOR FAILURE TO DISCLOSE DEFENSE, and MOTION FOR DISCLOSURE OF ASSETS.

18. Click the **Continue** button at the bottom of the page

E-FILING A PLEADING/MOTION WITH A PREPARED PDF DOCUMENT (*CONTINUED*)

19. Confirm that you have selected the correct pleading/motion

Note: If necessary, you may enter additional descriptive information about this pleading/motion in the space provided. This information will appear on the document list on the case detail screen under Document Description.

Pleading/Motion/Other Being Filed

You have selected the following:
DEMAND FOR DISCLOSURE OF DEFENSE

You may add a further description of this filing in the space provided:

Party Information

* Select each party name for which you are filing this document or Select 'All'. You must select at least one name.

☐ Select All

Defendant Parties:

☐ 50 ADRIANA TELEMANN

☐ 51 GEORGE TELEMANN

Upload the Document you are filing

* Please attach the PDF for the pleading/motion/other:

20. Click in the box next to the party/parties for whom you are filing

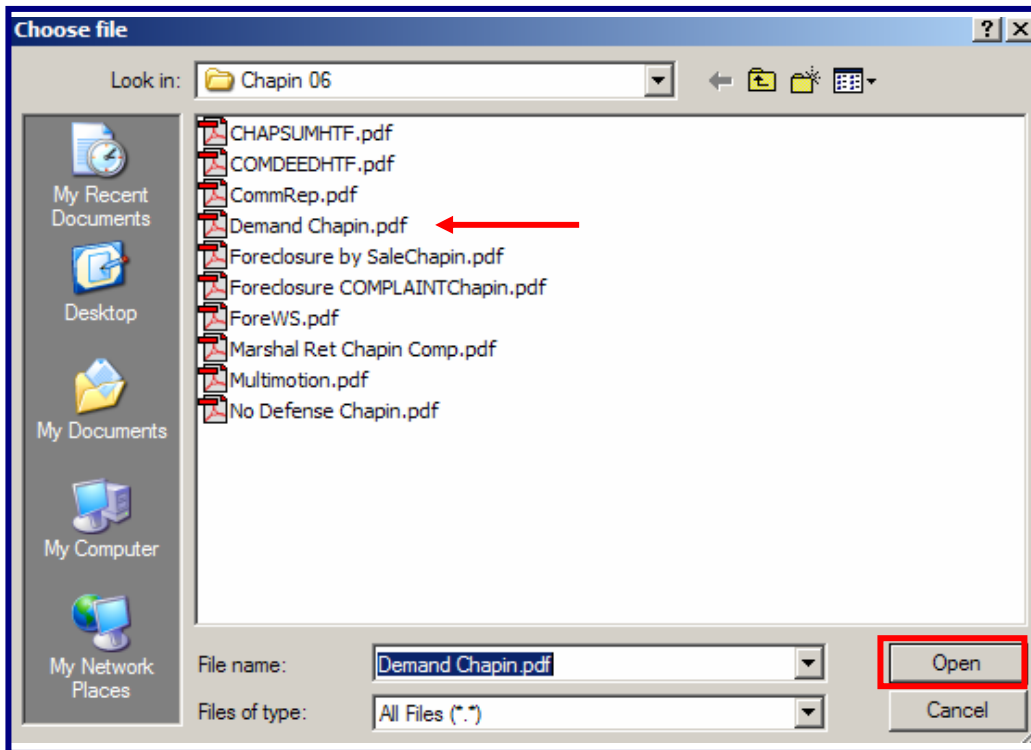
21. Click the **Browse** button to locate the PDF document that you wish to file

Note: Certain pleadings/motions are filed by providing information that then populates the fillable form (i.e., Reclaim, Jury Claim, Certificate of Closed Pleadings, Appearances, Motions for Continuance, and Withdrawals of all kinds, except Withdrawals of Appearance). These types of pleadings/motions are referred to as system-populated forms. For these pleadings/motions, you will need to fill in the required fields. For other pleadings/motions that you create in your own software system, including Requests for Extension of Time, Amended Complaints, Motion to Dismiss, or Answers, *inter alia*, you must convert the document to a PDF file and submit the document in that format. On the document that you create, you may include on the signature lines **one** of the following: the individual juris number, a typed name, a facsimile signature, **or** a pen-to-paper signature. However, whether or not anything appears on the signature lines of an e-filed document, a document electronically filed in the e-filing system is signed for the purposes of both Section 4-2 and Section 10-14 of the Practice Book because of the entry in the e-filing system of the individual juris number of the attorney who electronically files the document.

22. In the **Choose file** box, click the down-arrow to choose the location in which the document is stored

E-FILEING A PLEADING/MOTION WITH A PREPARED PDF DOCUMENT (*CONTINUED*)

22. Click once on the document you wish to attach



23. Click the **Open** button; the file will appear in the box under *Please attach the PDF for the pleading/motion/other*:

24. Click the **Continue** button

Note: The next screen allows you to review the pleading/motion that you are filing. Be sure to scroll in the window that appears in order to be certain that the document you have attached is the correct one. To view the entire document, you must click on **View All Pages** at the top left of the display window. You may also print a copy of this pleading/motion to send to opposing counsel or to place in your file. Be sure to use the **Print** button in the window to print the document, not the button on your browser. You may also save this document to your computer file and upon compliance with Sec. 10-13 and 10-14 of the Practice Book, send a copy to opposing counsel by e-mail.

25. Click in the box under **Certification**

26. Click in the box to indicate whether or not you have filed an order with your motion

Note: The “order” box only appears if you have filed a motion. A Demand for Disclosure of Defense does not require the filing of an order; therefore, no box appears.

27. Fill in your **individual juris number** (not the firm juris number) to sign your pleading

28. Click the **Continue** button

Note: You may click on **Cancel**, **Return to Previous Page**, or **Select a Different Case or Pleading** at this point instead of continuing. Do not use the **Back** button on your browser to navigate through the e-filing system. Use the navigation buttons within the e-filing system.

29. Print the **Confirmation of e-filing** screen that appears for your records at this point if you are filing a pleading that requires no payment

Note: This is the only opportunity you will have to print this page for your files. Once you click on any one of the other buttons, this screen will disappear. The Procedures and Technical Standards require you to retain a copy of this confirmation, either on paper or electronically.

30. If your pleading requires payment, you will see **My Shopping Cart**

31. Click in the box to the right of each pleading you wish to pay for under **Process Payment**

32. Click **Proceed to Payment**

33. Click in the circle to the left of Visa or MasterCard

34. Fill in your credit card number

35. Fill in the expiration date for your card

36. Fill in the address information under *Please enter Credit Card Billing Address*

37. Click on **Continue**

38. Print your **Confirmation Page**

Note: This screen will contain the confirmation number for the payment that you made. You will only receive one confirmation number per transaction although each transaction will be listed separately on this screen. If you are paying for multiple filings, you may want to print additional copies of this page.

39. Click on **Back to e-filing Menu**

40. Click on **My Shopping Cart**

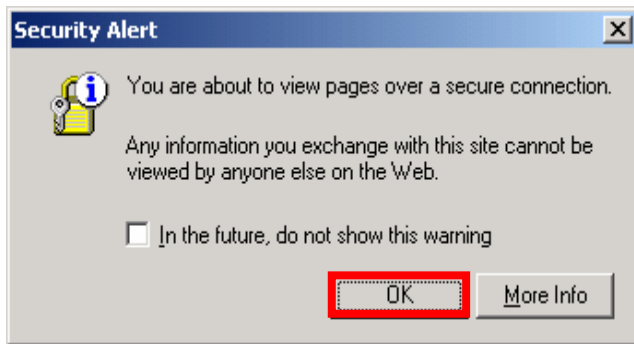
Note: If the last document that you file in your e-filing session does not require a payment, you will not be taken to the payment screen for any transactions. If you attempt to log out without paying for items in **My Shopping Cart**, a warning will appear. You may access **My Shopping Cart** from the link that appears on this warning page or by clicking on the **My Shopping Cart** link in the blue menu on the E-Filing home page.

41. Click on **Logout** if there are no unpaid items in your shopping cart

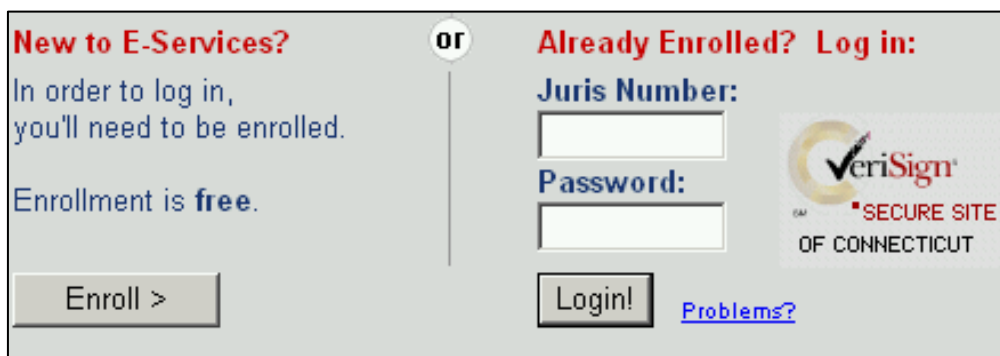
42. Click on **Clear your cache** and follow the prompts that appear to clear out your information from this e-filing session

E-FILE A PLEADING/MOTION THAT IS A SYSTEM-POPULATED FORM

1. Go to <http://www.iud.ct.gov>
2. Click on **E-Services** in the menu on the left of the screen
3. Select **Log-in** in the blue menu that appears; a **Security Alert** will appear



4. Click the **OK** button
5. Enter the **juris number** and **password**

A screenshot of the E-Services login page. It is divided into two sections by a vertical line. The left section is titled 'New to E-Services?' and says 'In order to log in, you'll need to be enrolled. Enrollment is free.' with an 'Enroll >' button. The right section is titled 'Already Enrolled? Log in:' and has fields for 'Juris Number:' and 'Password:', followed by a 'Login!' button and a 'Problems?' link. On the far right, there is a VeriSign logo and text: 'SECURE SITE OF CONNECTICUT'.

Note: The system will bring up cases attached to the juris number that you enter here. If the case has been filed under the law firm's juris number, be sure you have logged in under that number.

6. Click the **Login!** button
7. Under E-File A Motion/Document, click on **List My Cases**

Note: You may also locate a case by choosing **Select Case** and filling in the requested fields with the location, category, year, and docket number or by means of a **Party Search** by filling in the name of either the plaintiff or defendant. The name of either the Plaintiff or the Defendant or the first three letters of either name will be enough to generate a list of cases.

8. The system will automatically populate the Juris Number field with the logged in juris number; you cannot change this number

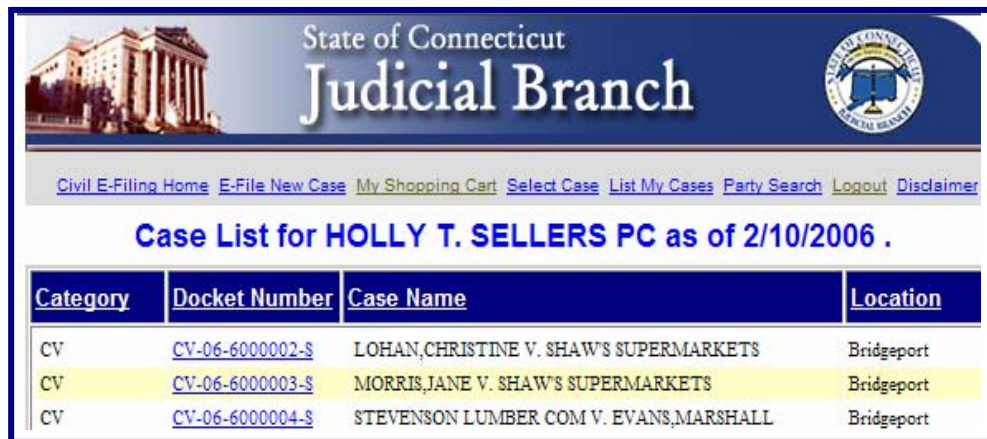
Note: If you would like to narrow your search further, you may also fill in the **Category**, **Location**, and **Order By** fields.

9. Click the **Search** button

Note: If you would like to clear your search you may click on the **Clear** button.

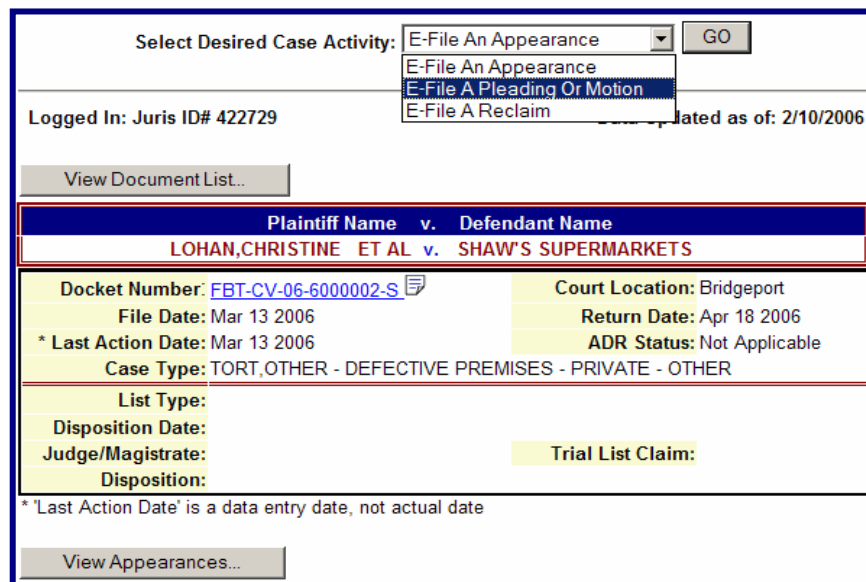
E-FILE A PLEADING/MOTION THAT IS A SYSTEM-POPULATED FORM (CONTINUED)

10. Click on the **Docket Number** of the case that you wish to select



Category	Docket Number	Case Name	Location
CV	CV-06-6000002-S	LOHAN,CHRISTINE V. SHAW'S SUPERMARKETS	Bridgeport
CV	CV-06-6000003-S	MORRIS,JANE V. SHAW'S SUPERMARKETS	Bridgeport
CV	CV-06-6000004-S	STEVENSON LUMBER COM V. EVANS,MARSHALL	Bridgeport

11. The **Case Detail** screen will appear; to view the document list or the complete appearances for your file, click on the gray **View the Document List** button or the **View the Appearances** button that appear on the left of your screen above each of the areas



Select Desired Case Activity:

Logged In: Juris ID# 422729

View Document List...

Plaintiff Name	v.	Defendant Name
LOHAN,CHRISTINE ET AL	v.	SHAW'S SUPERMARKETS

Docket Number: FBT-CV-06-6000002-S	Court Location: Bridgeport
File Date: Mar 13 2006	Return Date: Apr 18 2006
* Last Action Date: Mar 13 2006	ADR Status: Not Applicable
Case Type: TORT,OTHER - DEFECTIVE PREMISES - PRIVATE - OTHER	
List Type:	
Disposition Date:	
Judge/Magistrate:	Trial List Claim:
Disposition:	

* 'Last Action Date' is a data entry date, not actual date

View Appearances...

12. Click the drop-down arrow to the right of the **Select Desired Case Activity** at the top of the screen

Note: If you have not yet filed an appearance in a case, the system will only offer you the option of filing an appearance when you click the drop-down arrow, but once you have filed your appearance it will show several options.

13. Click on **E-File A Pleading Or Motion**

14. Click the **GO** button or press the **Enter** key on your keyboard to get to the Select Pleading/Motion/Other screen

E-FILING A PLEADING/MOTION THAT IS A SYSTEM-POPULATED FORM (CONTINUED)

15. Click on a **gray button** from the bar on the left to view a list of pleadings/motions in that category

Select Pleading/Motion/Other to E-File

Click on a category to list Pleading/Motion/Other available for E-Filing or enter criteria to search for a Pleading/Motion/Other to select.

Search Criteria

Note: For a listing of the pleadings/motions contained in a category or for another method of locating a pleading/motion see the **e-filing Tips** section at the back of this manual.

16. Click in the circle to the left of the appropriate pleading/motion from the list that is displayed
17. Click the **Continue** button at the bottom of the page
18. Fill in the required information for the particular pleading/motion you are filing

This withdrawal is being filed because the dispute has been resolved by

Please check ONE Box in this section:

I. COURT-ANNEXED ADR

411088 ☐ Early Intervention
411089 ☐ Early Neutral Evaluation
411090 ☐ Attorney Trial Referee
411091 ☐ Fact-Finding
411093 ☐ Arbitration
411094 ☐ Mediation
411095 ☐ Special Masters
411096 ☐ Summary Jury Trial

II. COURT INTERVENTION

411098 ☐ Pretrial Conference
411099 ☐ Trial Management Conference
411100 ☐ Commencement of Trial
(Court Trial First witness sworn; Jury trial – trial jurors sworn)

III. PRIVATE ADR

411102 ☐ Provider name:

IV. OTHER

411103 ☐ Discussion of Parties on Their Own
415602 ☐ Unilateral Action of Party(ies)

Signature Required

Please provide your individual JURIS # or Pro Se ID # and your address here:

* JURIS # Pro Se ID #

Address

E-FILING A PLEADING/MOTION THAT IS A SYSTEM-POPULATED FORM (CONTINUED)

19. Click the **Continue** button to arrive at the *Certification of Service* screen
20. If necessary, add or change the Address of Service in the fields provided
21. Complete **Other Service Information** if needed

HOLLY T. SELLERS PC JURIS # 422729
225 SPRING STREET
FOURTH FLOOR
WETHERSFIELD CT 06109

Address of Service (if different from attorney address above):

Party # 01 CHRISTINE LOHAN

Other Service Information
In the box below, please provide the name(s) and Address(es) of Service for any other individuals served (400 Char Max):

22. Complete Certification of Service by filling in your individual juris number, telephone number, and the date

I hereby Certify that a copy was mailed/delivered to all counsel and pro se parties of record.

* Electronic Signature - Your individual JURIS # here:

* Telephone: (XXX-XXX-XXXX)

* Enter Date Mailed/Delivered here: (MM/DD/YYYY)

23. Click the **Continue** button at the bottom of the page
24. Review the pleading/motion that you are filing to be sure the information is correct

Note: You may also want to print a copy of this pleading/motion to send to opposing counsel because this is a system-populated form and not one that you have created. Be sure to use the **Print** button in the window to print the document, not the button on your browser.

26. Click the **E-File this Pleading** button; a confirmation screen will appear
27. Print the **Confirmation of e-filing** screen that appears for your records

Note: This is the only opportunity you will have to print this page for your files. Once you click on any one of the other buttons, this screen will disappear.

E-FILING TIPS

Locate a Case

There are three ways to locate a case in the e-file system:

1. Click on **List My Cases** to show all of the cases in which you have an appearance
2. Click on **Party Inquiry** to show cases involving a particular party, either a plaintiff or a defendant
 - Type only the first letter or the first few letters of the last name to see a list of cases beginning with the letter(s) you have entered.
 - Do not type the entire name if you are uncertain about the spelling of the name, though, because the system will return no options on a misspelled name.
3. Click on **Select Case** only if you know the docket number of the particular case you wish to locate

View an e-filed document, a list of e-filed documents, or judicial notices filed in an e-filable case

1. Click on the gray **View Document List** button on the **Case Detail** page








Case Detail

Select Desired Case Activity:

Logged In: Juris ID# 422728 Data Updated as of: 8/19/2004

Plaintiff Name v. Defendant Name	
MILLER, JONATHAN v. DONNELLY, MATTHEW	
Docket Number: FBT-CV-04-6000001-S	Court Location: Bridgeport
File Date: Aug 16 2004	Return Date: Oct 19 2004
* Last Action Date: Aug 18 2004	ADR Status: Not Applicable
Case Type: TORT, OTHER - DEFECTIVE PREMISES - PRIVATE-SNOW-ICE	
List Type: JURY	
Disposition Date:	
Judge/Magistrate:	Trial List Claim: Aug 18 2004
Disposition:	

2. The screen will show all complete information on all documents that have been filed in the case
3. Click on the page icon to the left of any e-filed document to view the actual document itself

View	Entry No.	Filed Date	Document Name	Document Description	Initiated By	Category
		8/16/2004	SUMMONS		P	General
		8/16/2004	COMPLAINT		P	General
		8/16/2004	RETURN OF SERVICE		P	General
		8/17/2004	APPEARANCE	Appearance	D	Appearances
	101.00	8/17/2004	MOTION FOR DEFAULT-FAILURE TO PLEAD		P	General
	102.00	8/17/2004	REPLY		P	General
	103.00	8/17/2004	CLAIM FOR JURY OF 6		P	General

E-FILING TIPS (CONTINUED)

Correct an incorrectly filed motion, pleading, or document

1. Choose **Withdrawal** from the search menu
2. Click **Continue**
3. Fill in the name of the document you wish to withdraw in the space provided along with the remainder of the requested information
4. Click **Continue**
5. Fill in the requested information at the bottom of the form
6. Click **Continue**
7. Check that the document you wish to withdraw is correctly listed in the form
8. Click **E-file this pleading**

Note: The document that was incorrectly filed will remain viewable in the document list even after it has been withdrawn. Be aware of this fact when you are reviewing your document before filing.

Find a motion, pleading, or document to file

By means of the search mechanism

- Use as few words as possible to describe the pleading you wish to find. (i.e., for a Motion to Set Aside a Verdict, simply type “set” or “aside.”)
- Also type only the first letters of the word to find a document
- If you type key words in one order and get no hits, reverse the order and try again. For example, “jury claim” yields no results, but “claim jury” gives you the form.

The screenshot shows a web interface titled "Select Pleading/Motion/Other to E-File". Below the title is a instruction: "Click on a category to list Pleading/Motion/Other available for E-Filing or enter criteria to search for a Pleading/Motion/Other to select." There is a "Search Criteria" input field containing the text "ver" and a "Search" button. Below the search field are four category buttons: "Affidavits", "Agreement/Stip", "Amendments", and "Appeals". To the right of these buttons are four radio button options: "MOTION FOR APPOINTMENT OF PERMANENT RECEIVER", "MOTION FOR DIRECTED VERDICT", "MOTION FOR DISCHARGE OF RECEIVER", and "MOTION FOR JUDGMENT NOTWITHSTANDING THE VERDICT".

By means of the categories

- Click on the category of the pleading that you wish to file
- Most categories are self-explanatory and include documents that contain the main word listed. For example, an Objection to a Request to Revise is found in the **Objections** category, but the Request to Revise is found in the **Requests** category. The **Affidavits** category contains
- The **General** category includes most motions, demand for disclosure of defense, compliance, brief, acceptance of offer of judgment, application for capias, discovery responses, satisfaction of judgment, offer of proof, and return of record.
- The **Pleadings** category contains answers of all kinds, counterclaims, cross complaints, special defenses, certificate of closed pleadings, claim for jury, disclosure of defense, disclosure of expert witness, reply, setoff, and response to request for admissions.

File a Multi-Request Document

1. Access case and at the case detail screen; select **E-file A Pleading or Motion**
2. Type in Search criteria such as Committee or Acceptance; click **Search**
3. Select Motion for Acceptance of Committee Report
4. Click **Continue**
5. To file two or more motions in a single PDF document, click **Yes**, then **Continue** (see below)

E-FILING TIPS (CONTINUED)

Multiple-Request document
Will two or more of the following motions be filed within one .PDF document?

MOTION FOR ACCEPTANCE OF COMMITTEE REPORT
MOTION TO AWARD COMMITTEE FEE/EXPENSES
MOTION TO AWARD APPRAISAL FEES
MOTION TO APPROVE SALE AND DEED

☐ Yes ☐ No

Continue Cancel

6. Click to select each of the Multi-Request Entries Related Request Documents that you wish to file

Select document(s) to file

Multi-Request Entries

☒ MOTION FOR ACCEPTANCE OF COMMITTEE REPORT
☒ MOTION TO AWARD COMMITTEE FEE/EXPENSES
☒ MOTION TO AWARD APPRAISAL FEES
☒ MOTION TO APPROVE SALE AND DEED

Related Request Documents

☒ COMMITTEE REPORT
☒ PROPOSED COMMITTEE DEED

Continue Cancel

7. Click **Continue**

8. Click the box next to Party; click **Continue**

Note: You may add a brief description next to any or all of these documents. This description will appear in the Document Description area on the Case Detail Screen.

9. Click Browse to attach each of the documents.

Note: You must have a separate PDF document for the Committee Report and a separate PDF document for the Proposed Committee Deed.

Upload the Document(s) to be filed

* Please attach the PDF for the pleading/motion/other:

MULTI-REQUEST DOCUMENT
MOTION FOR ACCEPTANCE OF COMMITTEE REPORT
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MOTION TO APPROVE SALE AND DEED
C:\Documents and Settings\AMastrony\My Documents\Attorney PDF Documents (Browse...

COMMITTEE REPORT
C:\Documents and Settings\AMastrony\My Documents\Attorney PDF Documents (Browse...

PROPOSED COMMITTEE DEED
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10. Click **Continue**
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